

3 JUN 1987

**APPENDIX C****REQUEST FOR ARMED FORCES  
PARTICIPATION IN PUBLIC EVENTS**

Civilians as well as military commands should use this format to request Armed Forces musical unit, personnel or exhibit participation in public events. Complete all sections.

Requests should be submitted to the appropriate unit (see last page) not less than 30 or more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense (DoD) and the Armed Services and does not interfere with mission or training programs. In all cases, operational commitments take priority and could preclude a previously scheduled appearance at an approved public event.

DoD policies require that Armed Forces participation in public events will be provided at no additional cost to the government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel or exhibit have arrived at the event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians.

**SECTION A: GENERAL**

1. Sponsoring Organization: \_\_\_\_\_

2. Event: \_\_\_\_\_

3. Town or city: \_\_\_\_\_ State: \_\_\_\_\_

Site: \_\_\_\_\_

4. Date: \_\_\_\_\_ Time: \_\_\_\_\_

5. State what Armed Forces units, personnel, exhibits, etc., are desired. Include specific Military Service when applicable.

\_\_\_\_\_  
\_\_\_\_\_

3 JUN 1987

6. State what the aforementioned units or personnel are to do at the event.

7. State why Armed Forces participation is desired for the event.

### SECTION B: PROGRAM

1. Purpose of the event: \_\_\_\_\_

2. Is the event a broadly-based community occasion? \_\_\_\_\_

a. Does the event have the official support of the Mayor? \_\_\_\_\_

b. Will admission, seating and all other accommodations and facilities connected with this event be available to all persons in the community without regard to race, creed, color, sex or national origin? \_\_\_\_\_

3. What is the expected attendance for the event? \_\_\_\_\_

4. Admission charge: \$ \_\_\_\_\_ Charge for parking: \$ \_\_\_\_\_

a. Charge for seating (if not part of admission): \$ \_\_\_\_\_

b. Is event used to raise funds for any purpose? \_\_\_\_\_

c. Disposition of profits which may accrue: \_\_\_\_\_

3 JUN 1987

5. Is the event considered a national or international program or, because of its nature, could it be expected to attract national news media? \_\_\_\_\_

a. Please specify that portion of the event which might attract media attention. \_\_\_\_\_

6. Will the sponsor consult with local military service recruiters and provide support, at no charge, for military recruiting activities at the site of the event? \_\_\_\_\_

7. Have the Armed Forces supported this event before? If so, when? \_\_\_\_\_

a. What support was provided? \_\_\_\_\_

### SECTION C: SITE

1. The site of the event is (check applicable items): Indoors: \_\_\_\_\_

Outdoors: \_\_\_\_\_

Military installation or  
property belonging to  
local, state or federal  
government: \_\_\_\_\_

Property belonging to  
private or commercial  
interests: \_\_\_\_\_

2. Exact location of the site of the event: \_\_\_\_\_

3. Type of electric current available (specify volts and amps): \_\_\_\_\_

4. If a musical unit is requested, answer the following:

a. Is there a bandstand? \_\_\_\_\_

b. Is there a stage? \_\_\_\_\_

c. Will chairs be provided? \_\_\_\_\_

5. If an exhibit is requested, complete the following:

a. Area available for exhibit is \_\_\_\_\_ feet long and \_\_\_\_\_ feet wide;

b. Can a forklift, C-2 wrecker and/or crane be made available for handling the exhibit? \_\_\_\_\_

8 JUN 1987

c. Outdoor events: Type of surface (sod, gravel, etc.): \_\_\_\_\_

(1) Describe obstructions to unloading: \_\_\_\_\_

d. Indoor events:

(1) Ceiling height: \_\_\_\_\_

(2) Type of floor: \_\_\_\_\_

(3) Floor loading capacity: \_\_\_\_\_

(4) Size of doorway through which exhibit  
would be brought into the building: \_\_\_\_\_ ft high x \_\_\_\_\_ ft wide(5) Size and load limits of freight elevators  
if event is on other than ground floor: \_\_\_\_\_ ft high x \_\_\_\_\_ ft wide  
\_\_\_\_\_ ft deep. Load limit: \_\_\_\_\_ lbs.**SECTION D: SUPPORT**

Please answer "yes" or "no" to the following questions which indicate that the sponsor is prepared to provide support incidental to Armed Forces participation in the event.

1. Will you pay the standard military services allowance for quarters and meals for all Armed Forces participants (\$50.00 per person per day) if required? \_\_\_\_\_

2. Will you pay for transportation, meals and hotel accommodations for representatives of the requested unit to visit the site prior to the event? \_\_\_\_\_

3. Will you pay transportation costs from the home station to the event and return for all Armed Forces participants? \_\_\_\_\_

4. Will you pay transportation costs for all participants while at the site of the event? \_\_\_\_\_

5. Will you furnish telephone facilities for necessary official communication at the site of the event? \_\_\_\_\_

6. Will you furnish security for personnel and equipment (to include crowd control) at the site during the entire event? \_\_\_\_\_

7. Will you provide a police escort through congested areas for vehicles and exhibits? \_\_\_\_\_

8. Will you provide electric power, necessary services for connections and other required utilities at the site of the event? \_\_\_\_\_

9. Will you provide space for parking official vehicles transporting participants and related equipment? \_\_\_\_\_

3 JUN 1987

**SECTION E: SPONSOR**

1. Does the sponsoring organization exclude any person from \_\_\_\_\_  
its membership or practice any form of discrimination in its  
function based on race, color or national origin?

2. Please check the item which best describes the sponsoring organization:

_____ Professional, labor or trade	_____ Civic
_____ Federal, state or local government	_____ Charitable
_____ Veterans, service-related or auxiliary	_____ Religious
_____ Public education or youth organization	_____ Political
_____ Commercial or business	_____ Other (explain)

3. Sponsor's Representative: (Individual authorized to complete arrangements for Armed Forces participation at the event and responsible for reimbursing the Treasurer of the United States for accrued expenses when required.)

Name: \_\_\_\_\_

Address, city, state and zip code: \_\_\_\_\_

Position with sponsoring organization: \_\_\_\_\_

Telephone: (Office) \_\_\_\_\_ (Residence) \_\_\_\_\_

4. Name of any Armed Forces representative or government official with whom you have discussed possible participation:

\_\_\_\_\_

**CERTIFICATION:**

I certify that the information provided herein is complete and correct to the best of my knowledge and belief. I understand representatives of the Military Services will contact me to discuss arrangements and costs involved prior to final commitments.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

: 3 JUN 1987

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